FIJC-CG

14 November 2007

MEMORANDUM FOR Joint Contracting Command-Iraq/Afghanistan (JCC-IA)

SUBJECT: Standards for Joint Contingency Contracting System (JCCS) Data Input

1. JCC-I/A uses the JCCS as the contracting system of record that tracks purchase requests and contracts from receipt to closeout. JCCS is our enterprise-wide management tool for all contractual actions.

2. Every contracting officer is an instrument of national policy. The contracting officer exercises that power through his/her contractual actions. As such, it is imperative that we accurately capture that information into JCCS. I ask each of you to take this responsibility seriously.

3. PARC-I and PARC-A shall:

   a. Within 24 hours: Ensure all valid Purchase Requests and Commitments (PR&Cs) are entered, prioritized, and published into JCCS within 24 hours of receipt.

   b. Within 48 hours: Ensure all awards, modifications, and terminations are entered into JCCS. Ensure all mandatory fields are completed accurately.

   c. Vendors: Approve, vet, and input host nation vendors in JCCS. Ensure no duplicate vendors are entered into the database.

   d. Bi-monthly: Conduct and document internal audits to ensure contracting officer compliance IAW JCCS policy. Special attention must be paid to the following fields: major security contracts, census information for workers, place of performance, and period of performance end date.

   e. Website Training: Ensure that all contract officers, contract specialists, and procurement personnel receive the electronic copy of the JCCS Newcomer's Brief and complete their mandatory pre-deployment JCCS training prior to arrival in theater.

   f. In-Theater Training: Ensure RCC Chiefs coordinate for all new personnel to attend the one-hour new user training.

   g. Close Out: Ensure that contracts are closed out in JCCS within 3 calendar days of completion of RCC's contract closeout.

4. Guidelines:

    a. <u>Unit Designation</u>: The Major Units/Projects Supported Field must be at the Brigade Combat Team-level or above.

    b. <u>Purchase Request Priorities</u>: The following definitions apply when entering the priority for purchase requests:

        (1) <u>High</u>: Immediate need, life support, high visibility, sensitive or other urgent need

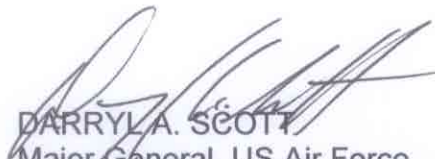   (2) <u>Operations</u>: Near terms requirements in direct support of named operations

        (3) <u>Routine</u>: Routine supplies and/or services or reoccurring needs

        (4) <u>Support</u>: Non-operational or long term requirement that supports the mission

5. Make every effort to complete all non-mandatory, but applicable fields, into JCCS.

6. To receive a username and password contact the JCCS Support Team at jcci_actt@pco-iraq.net; DSN 318 822-9217; or commercial 703 544-6653/1427.

7. My POC for this is the JCCS Systems Manager at 703-544-1441.

DARRYL A. SCOTT
Major General, US Air Force
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